

Touch-Tone Registration

Want a quick, easy, convenient way to register for programs? You got it!

Use Touch-Tone Registration to register for most courses, programs and activities, any hour of the day or night, seven days a week. With today's increasing demands on family time, Parks and Recreation offers our customers a quick and easy way to register. All it takes is your phone, your Parks and Recreation account card (call 748-1623 to get one) and your MasterCard, VISA, or VISA/MasterCard debit card number.

To get a Parks and Recreation Account Card

Complete the form below and fax it to us: (804) 751-4131. Or mail it to us: Chesterfield County Parks and Recreation, P.O. Box 40, Chesterfield, VA 23832. Need special assistance? Call (804) 748-1623.

Look for the phone symbol

Whenever you see this symbol next to a program, it indicates that you can use our easy, Touch-Tone Registration process.



Here's how it works:

1. Phone (804) 768-7722.
2. Press "1" for the registration menu.
3. Press "1" again to register.
4. Enter the "Personal Barcode Number" (from your Parks and Recreation account card) for the person you want to register.
5. Enter the "Family PIN" (from your Parks and Recreation account card).
6. Enter the "Course Number" (from Parks and Recreation's Program Guide).
7. Enter your VISA, MasterCard or debit card information.

It's that easy!

You'll receive confirmation by mail.

TOUCH-TONE



APPLICATION FORM FOR TOUCH-TONE ACCOUNT



CHESTERFIELD COUNTY PARKS AND RECREATION DEPARTMENT

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ E-mail _____

☐ Current Customer ☐ New Customer

Chesterfield County Resident: ☐ Yes ☐ No

Please list all family members

Last Name	First Name	Date of Birth* MM/DD/YY	Gender

Mail completed form to Parks and Recreation Department, P.O. Box 40, Chesterfield, VA 23832.
Or fax completed form to (804) 751-4131.

* required
information

Registration begins Monday, Aug. 30.

Registration Information

Courses are filled on a first-come, first-served basis. A receipt represents a completed registration. The county charges \$25 for returned checks.

Refunds

Refunds are made when courses are full or canceled. If a change in day, time or location prohibits you from attending, we will be happy to refund your fee. Simply mail your written request at least one week prior to the start of the program.

We guarantee your satisfaction!

If after taking a course, you were dissatisfied with it, you may either transfer to another course or request a refund. Just notify us in writing within one week of the end of the course.

How To Register



Mail In: Complete form below and attach payment or credit card information. No cash, please.



Walk In: The Parks and Recreation Administration Building is open weekdays, 8:30 a.m.–5 p.m., and is located at 6801 Mimms Loop in the Chesterfield Government Center.



Drop Box: Drop registration form with payment (no cash) in the mail slot at the Parks and Recreation Administration Building.



Call In: Call us at (804)748-1623, Monday-Friday, 8:30 a.m.–4:30 p.m., to register.



Touch Tone: You can register 24 hours a day, 7 days a week, by calling our automated registration system at (804)768-7722. See page 30 for details.



Fax In: Fax form with credit card information to (804)751-4131.



CHESTERFIELD COUNTY PARKS AND RECREATION DEPARTMENT

Adult Name _____ Date of Birth _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ E-mail _____

Participant Name	Date of Birth MM/DD/YY	Gender	Course Title	Course Number	Fee

Bus Stop: _____

TOTAL FEES _____

CREDIT CARD
INFORMATION

HOLDERS NAME _____ CHECK ONE: ☐ VISA ☐ MASTERCARD

CARD NUMBER _____ EXP. DATE _____

SIGNATURE _____

Mail registration form and payment to:
Parks and Recreation Department
P.O. Box 40
Chesterfield, VA 23832

Make checks payable to: Chesterfield County Treasurer
Phone Numbers
(804) 748-1623 (804) 768-7722 Touch Tone
(804) 748-1127 TDD (804) 751-4131 Fax



Any special accommodations needed? ☐ Yes _____

How would you prefer to learn about the programs and services offered by Parks and Recreation?

Choose one: ☐ Newspaper ☐ Radio ☐ Internet ☐ Mail ☐ TV ☐ Library/Retail Outlet

REGISTRATION FORM